

CONFIDENTIAL

Op-32-F5
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6 November 1946

MEMORANDUM

From: Op-32-F5
 To: Op-32-F4

Subj: Activities of Washington Document Center, period 1 October to 31 October 1946.

1. The activities of the Washington Document Center through the period 1 October to 31 October 1946 are summarized below:

Sacks on hand at beginning of month	347
Sacks received during month	320
Sacks processed	652
Sacks on hand at end of period	15
Translations completed	38
Translations in process	99
Summaries completed	0
Summaries in process	0
Abstracts completed	32,262

2. During the month of October the Japanese Library classified 6,431 scanners' slips representing 11,597 documents processed. The Indexing Section indexed, typed and filed items for cross reference totalling 2,864 documents. The Shelving Sections labelled and shelved 36,200 documents and the File Section processed approximately 40,000 WDC slips. The reconstruction of the card catalogues of the South Manchurian Railway Library and the East Asia Institute Library was completed.

3. In the English Library 426 documents were issued and loaned, 315 information requests were answered, 627 documents were routed, 1,553 documents and reports were accessioned and 73 maps were issued. 93 cartons containing approximately 3,000 surplus Japanese-English dictionaries and glossaries were prepared for shipment to the MIS Language School, Monterrey, California. During the month the English Library also began the integration of PACMIRS and OP-23-F141 original document files.

4. The Document Loan Unit processed 747 documents for loan to authorized outside agencies. The Translators' Reference Library classified and shelved 257 books during the month.

5. Personnel assigned to the Washington Document Center as of 31 October 1946 were as follows:

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